



Andrew J. Maglio Mayor
Patty Burns Village Clerk

TEMPORARY OUTDOOR SEATING INFORMATION

In accordance with Governor Pritzker's announcement that restaurant and/or bars may offer outdoor seating under Phase 3 of the Restore Illinois Plan, which begins Friday, May 29, 2020, the Village has provided this information packet to assist restaurant and/or bars in safely re-opening for outdoor service. This will be a no-fee permit but is required to establish an outdoor seating area unless an approved outdoor seating area already exists. The seating areas under this permit are temporary and shall not constitute a property right in the form of permanent outdoor seating. The outdoor seating areas under this permit shall be removed no later than October 31, 2021.

You must submit the following information with your application for a Temporary Outdoor Seating Permit:

1. **Permit application** – Please complete the Temporary Outdoor Seating Application, including a signed and dated Temporary Outdoor Seating Area Indemnification Form. Incomplete or unsigned forms will result in review and processing delays.
2. **Property owner approval** – If the applicant for temporary outdoor seating area is not the property owner, the applicant must submit written approval from the property owner authorizing the establishment of the temporary outdoor seating area.
3. **Site plan or aerial photo** – A site plan or aerial photo of the temporary outdoor seating area will need to illustrate the following:
 - Location of the seating area on the property, including:
 - Any tent(s) and/or membrane structures; and,
 - Overall dimension of seating area; and,
 - Number and layout of tables and chairs and an indication of the maximum outdoor seating capacity.
 - Parties of more than six (6) persons, including children, are not permitted.
 - Tables and chairs must be arranged so that patrons at adjacent tables can maintain six (6) feet of separation.
 - Location of door into the building that employees will use to serve customers.
 - Vehicular access and parking areas.
 - Method and type of barriers to prevent vehicles from parking near temporary outdoor seating area.
 - Temporary outdoor seating areas cannot be located within any handicapped parking stall and access to handicapped accessible parking stalls shall not be blocked by an outdoor temporary seating area.

- Location and number of trash containers.
4. **Submitting your application** – Please visit roselle.il.us/OutdoorSeating to apply online. You will need to upload your site plan, signed and dated indemnification form.
 5. **Permit review** – Permit applications for temporary outdoor seating areas will be reviewed in the order in which they are received. Incomplete applications will not be issued until all requested information has been received. Village Staff may request revisions to plans and permits that are issued will include conditions of approval, if necessary.
 6. **Permit approval, issuance, and display** – Staff will contact applicants once their permit has been approved and is ready for issuance. Once issued, the permit card must be prominently displayed at the place of business so long as the temporary seating area remains.
 7. **Required inspection** – Following issuance of the permit, the restaurant and/or bar may set up the temporary outdoor seating area in accordance with the approved permit. Once the temporary outdoor seating area is set up, the applicant should contact Brian Joanis at 630-671-2819 or bjjoanis@roselle.il.us to schedule an inspection.
 8. **Additional requirements** – The following may also apply and may introduce additional requirements depending on the nature of the temporary outdoor seating area:
 - Existing outdoor seating areas – If the restaurant and/or bar already has an approved outdoor seating area, a permit is not required. However, outdoor seating shall only be conducted in accordance with the Governor’s Executive Order, rules and regulations of the Illinois Department of Health, and the Village of Roselle.
 - Tents – If the temporary outdoor seating area would be located, wholly or partially, within a tent, the tent must be installed and used in accordance with all Building and Fire Code requirements, which can be provided by checking the “tent” box on the online application. *Addition of a tent requires further review and may take additional time to process and approve by Village Staff.*
 - Service of alcoholic beverages – Restaurant and/or bars that possess a valid liquor license will be granted approval to serve alcohol on private property controlled by the business or on adjacent right of way as approved by Village Staff. Signs shall be posted and enforced by the restaurant and/or bar prohibiting removal of alcoholic beverages beyond the premises of the outdoor dining area.



Andrew J. Maglio *Mayor*
Patty Burns *Village Clerk*

For any additional questions or concerns, please direct your inquiries to either Brian Joanis or Caron Bricks, Village Planner, 630-671-2806 or cbricks@roselle.il.us.